



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF NATIONAL DRUG CONTROL POLICY  
Washington, D.C. 20503

February 26, 2019

Clay M. Goode  
Paralegal  
American Oversight

Dear Mr. Goode:

This letter responds to your request to the Office of National Drug Control Policy ("ONDCP") under the Freedom of Information Act (FOIA). Your request has been designated as FOIA 2019018.

After a review of ONDCP records, we are providing you with the attached documents. Consistent with applicable laws, ONDCP made certain redactions to each resume as noted under FOIA exemption 5 U.S.C. Section 552(b)(6) (relating to personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy).

If you are not satisfied with the action on this request, you may submit an appeal in writing. To be considered timely, it must be submitted electronically or postmarked (in the case of postal mail) within 90 calendar days from the date of this response via facsimile to (202) 395-5543 or via U.S. postal mail addressed to FOIA Appeals Officer, Office of National Drug Control Policy, Executive Office of the President, 750 17th Street NW, Washington, D.C. 20503.

You also have the right to seek assistance from ONDCP's FOIA Public Liaison at (202) 395-6622 or from the Office of Government Information Services (OGIS). OGIS offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Thank you for your interest in learning about your government.

Very truly yours,

Michael Passante  
Acting General Counsel

1. Employees who entered into a position at the agency as “political appointees” since January 20, 2017 and the title or position of each employee,
  - Pamela Stevens – Director of External Affairs
  - Emily Mallon – White House Liaison
  - Edward Ajaeb - Digital Engagement Specialist
  - Abe Goldschmidt – Chief Strategist
  - David Marella – Advisor to the Executive Director of the Commission
  - Daniel Bucheli – Public Affairs Specialist
  - William Jordan Eason – Public Affairs Specialist (Press Secretary)
  - Emily Stier – Public Affairs Specialist (Program Support Specialist)
  - Taylor Weyeneth –Deputy Chief of Staff and White House Liaison; White House Liaison
  - Lawrence Muir – General Counsel; Acting Chief of Staff
  - Natalie McIntyre – Senior Policy Advisor and White House Liaison
  - Kayla Tonnessen – Associate Director of Legislative Affairs
  - James Carroll – Director; Deputy Director; Acting Director
  - Charmaine Yoest – Associate Director of Public Affairs
  - Kristin Skrzycki – Chief of Staff
  - Hayley Conklin – Special Advisor to Director and Director of Operations
  - Peter Hoffman – Public Affairs Specialist (Press Secretary)
  - Michael McDonald - Public Affairs Specialist (Speechwriter)
  - Thomas Szabo – Policy Assistant
  - Gabriella Uli – Public Affairs Specialist (Program Support)
2. Employees who have been detailed into a leadership office or component front office since January 20, 2017; the title or position of each employee while on detail; and each employee’s originating agency or component.
  - Chester Kemp – Acting Director; Associate Director, National Heroin Coordination Group
  - Richard Baum – Acting Director; International Division Chief, Office of Policy Research and Budget
3. Names and resumes of anyone from the transition teams or beachhead teams who have joined the agency in full-time capacity, either as career, political, or administratively determined positions since January 20, 2017.

None

# Edward J. Ajaeb

## SUMMARY

Experienced researcher, competitive intelligence analyst, and online investigator with a keen interest in politics, security, business, and technology. Successful in the design, management, and implementation of databases, collaboration tools, and intelligence software.

## WORK EXPERIENCE

### **Nighthawk Strategies LLC**, Washington, DC

May 2016 - Present

#### *President*

Salary: \$75,000 Hours per week: 40

- Principal investigator, research analyst, business manager, strategist, and consultant specializing in open source research investigations including online social media, competitive intelligence, opposition research, and consulting
- Conduct in-depth research and analysis on individuals, organizations, businesses, and industries using advanced analytical tools, data collection methodologies, investigative techniques, government databases, financial reports, and public records
- Provide clients with insightful, accurate, and actionable research reports to drive strategic business decisions
- Performed due diligence and social media investigations on presidential nominees, appointees, and staff

### **Freedom Partners Chamber of Commerce, Inc.**, Arlington, VA

May 2013 - May 2016

#### *Senior Competitive Intelligence Analyst*

Salary: \$100,000 Hours per week: 40

- Managed and oversaw extensive open source research projects, due diligence investigations, and competitive intelligence analysis of individuals, organizations, businesses, industries, electoral candidates, and political entities
- Built a research collaboration database from the ground up and managed multiple applications to enhance information sharing
- Editor-in-chief of multiple organization-wide intelligence briefings and reports presenting findings to an audience of 250+
- Created and supervised a nationwide team of field research analysts
- Designed and executed training programs for a staff of 30 on topics ranging from open source research, advanced search techniques, social media investigations, report writing, best practices, and IT security

### **U.S. Department of Justice, Antitrust Division**, Washington, DC

July 2011 - April 2013

#### *Paralegal Specialist*

Salary: \$60,000 Hours per week: 40

- Editor-in-chief of daily briefings analyzing industry activity and press reports related to ongoing investigations
- Project Manager for investigations into alleged anticompetitive activities of executives, corporations, and industries
- Managed legal documentation databases and led the coordination of document review, exchange, and analysis in several prominent criminal and civil antitrust suits involving companies such as AT&T, American Express, and Apple
- Researched public records and private financial documents, drafted correspondence, and organized litigation case filings

### **Oneida Indian Nation**, Verona, NY

April 2009 - May 2011

#### *Senior Officer and Emergency Medical Technician*

- Trained fellow officers and medical staff on the use of surveillance equipment, access control, telecommunications devices, investigation protocol, incident report writing, and security policy and procedure
- Responded to medical, fire, and law enforcement emergencies, investigated criminal activity, and wrote detailed incident reports for supervisors, legal and insurance staff, and neighboring police agencies

### **U.S. Marshals Service, U.S. Department of Justice**, Washington, DC

August 2009 - December 2009

#### *Congressional Affairs Intern*

- Developed and coordinated systematic vetting and review process for U.S. Marshal presidential nominations
- Redesigned and maintained official website of the Office of Congressional Affairs

## EDUCATION

### **Hamilton College**, Clinton, NY

Bachelor of Arts in Government, May 2011

## PROFESSIONAL SKILLS & TRAINING

Microsoft Office (Word, Excel, PowerPoint, etc.), LexisNexis, PACER, OSINT databases, Adobe, social media monitoring tools, database design and management, website design, Atlassian Confluence, OSMOSIS training, Globalytica Structured Analytic Techniques (SATs) training, Strategic and Competitive Intelligence Professionals (SCIP) training, Volunteer Firefighter & EMT

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# DANIEL C. BUCHELI

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## QUALIFICATIONS / OBJECTIVE

- Communications professional, proficient in English & Spanish, with the skills required in a government/private organization. Highly organized and capable of excelling in demanding, fast paced, high stress environment. Possess the interpersonal skills to deal with various, diverse groups of people. Demonstrated success in analyzing and condensing complex material for review and distribution as well as creating reports and presentations that are clear and concise. Networker.

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## PROFESSIONAL EXPERIENCE

**Congressman Mike Coffman**, Washington D.C.

**12/2016 – Current**

*Communications Director / Deputy Chief of Staff*

- Develop and implement media, communications, and public relations strategies for the Congressman
- Write press releases, statements, newsletters, floor speeches and schedule TV/Print interviews
- Responsible for creating and managing content the official website & social media accounts
- Work with legislative team to keep informed of relevant legislation affecting our congressional district

**Republican Conference**, Washington, D.C.

**06/2015 – 12/2016**

*Press Secretary, Specialty Media*

- Plan and execute Hispanic media plan for coverage of House Republican efforts in Congress
- Pitch and book GOP members for specialized TV, Radio, Print interviews
- Executed national State of the Union GOP Spanish response/ Managed House GOP Spanish social media accounts

**Office of the Mayor**, Annapolis, MD

**02/2014 – 06/2015**

*Senior Advisor to Mayor / Community Relations Specialist*

- Support and advise Mayor on the formulation, follow-up and implementation of municipal legislation to city code
- Chief Hispanic outreach coordinator and community relations specialist; assess and diagnose citizenry requests
- Acting liaison between Mayor's office and 18 city departments; including first response emergency services and utility services

**Oversight & Government Reform Committee**, Washington D.C.

**04/2013 – 02/2014**

*Assistant Clerk*

- Coordinated and executed over 15 full committee and subcommittee oversight hearings; including national security hearings
- Drafted reports, presentations and hearing memos for the national security subcommittee of the Oversight Committee
- Oversight research including document mining, report production and distribution of hearing memos, member guidance

**Chairman Darrell E. Issa**, Washington D.C.

**01/2012 – 03/2013**

*Congressional Aide*

- Published weekly Latin America newsletter and distributed it to over 500+ Hill Staffers/Non-Profits/Embassies
- Tracked, advised and reported on political, economic and social developments in the region and security related policy
- Represented the Congressman in meetings in Arizona regarding U.S. border security & New York City at the United Nations

*Staff Assistant*

**05/2010 – 01/2012**

- Scheduling and managing appointments for legislative staff: processed initial requests, established contact, confirmed meeting time, dates and topics. In charge of meeting schedules for legislative director and two legislative assistants
- Fulfilled constituent requests, including: meet and greets, tours, flags flown over the Capitol, national art competition

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## SKILLS / ADDITIONAL INFORMATION

**Languages:** Fluent in English and Spanish; native proficiency

**Computer:** Windows: Microsoft Word, Excel, Access, PowerPoint, Outlook, Explorer, Adobe Acrobat

**Certificate:** Congressional Staffer Academy completion certification by U.S. Customs and Border Protection, Homeland Security

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## EDUCATION

**The University of Tampa**

Tampa, FL

Bachelor of Arts in Government and World Affairs - 2010

**The John Hopkins University**

Washington, D.C.

Masters in Political Communications – 2016

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# Emily R. Stier

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## EXPERIENCE

### **The Hohlt Group**

*Executive Assistant*

### **Republic Strategies**

*Fundraising Consultant*

### **American Dream Project, Political Office of the GOP Conference Chair**

*Political Director*

**Washington, DC**

*08/17– Present*

**Washington, DC**

*05/17 – Present*

**Washington, DC**

*08/15 – 06/17*

- Works with House Leadership, NRCC and House GOP Conference Members and chiefs to raise money for members and candidates. Manages over 70 political events per year.
- Organizes and manage all political travel and logistics for fundraisers and for Member travel.
- Manage regional political fundraising consultants to raise towards a \$10.6 million goal per election cycle.
- Oversees CMR Women's political outreach including planning Women's Summit and steering committee meetings.
- Works with national and DC donor network to raise funds and build coalitions.

### **Team Boehner, Political Office of the Speaker**

*Finance Associate/ Team Ohio Director*

**Washington, DC**

*03/13 – 08/15*

- Planned Major Donor Retreats and various Boehner for Speaker events nationwide, including event logistics for guests and Members of Congress. Lead on the Boehner Backyard BBQ, Boehner Holiday Party, and Swearing-In Reception.
- Liaison to NRCC for fundraising assessments of Members of Congress.
- Managed Ohio Delegation involvement in Team Boehner Regional Events and Member Services. Lead the Team Ohio Deployment Program benefitting 11 Members and candidates.
- Data management and tracking of all contributions, events, and donors.

### **Romney for President, Inc. – Ohio Headquarters**

*Political Operations Manager*

**Columbus, Ohio**

*05/12 – 11/12*

- Coordinated office set up and two expansions. Communicated between Romney for President, Inc., the RNC, the Ohio Republican Party, and building management to accommodate the needs of 40+ staff at the state headquarters. Onboarded new staff, gathered personnel documents and ensured HR guidelines were met.
- Statewide Intern Coordinator – Recruited, interviewed, hired and managed more than 40 headquarters and field interns.
- Tracked all earned media in Ohio.
- Composed Briefing Papers for principals and national surrogates and constructed line-by-lines for bus tours and event programs.
- Coordinated with local campaigns, elected officials, grassroots organizations, state and national HQ, event hosts, program participants, volunteers, Secret Service and advance team.
- Staffed 40+ events. Responsibilities included running the pre-program, training volunteers, meeting with advance team, event operations, etc.

### **United States Senate – Senator Rob Portman**

*Intern*

**Columbus, Ohio**

*10/11 – 03/12*

### **Peck, Madigan, Jones and Stewart, Inc.**

*Intern*

**Washington, DC**

*06/10 – 08/10*

### **The House of Commons – Member of Parliament**

*Intern*

**Washington, DC**

*05/10 – 06/10*

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## EDUCATION

**The Ohio State University:** *College of Social and Behavioral Sciences*

Major: Political Science; Minor: Business

**Columbus, Ohio**

*06/12*

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## ADDITIONAL ACTIVITIES AND EXPERIENCE

Alpha Epsilon Phi Sorority– Chapter Advisor, American University

The Policy Circle – Northern Virginia Chapter Member

Political Deployments: Rep. Karen Handel (GA-06), Rep. Bruce Poliquin (ME-01), Rep. Dave Joyce (OH-14), Team Ohio 2014

# ABE GOLDSCHMIDT

## EXPERIENCE

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### **THE WHITE HOUSE – OFFICE OF AMERICAN INNOVATION**

1/17 – Present

*Special Assistant to The President*

### **PRESIDENTIAL TRANSITION TEAM – TRUMP FOR AMERICA**

8/16 – 1/17

*Deputy Director, Presidential Appointments*

- Identified and organized priority Presidential appointments, key White House staff and cabinet positions.
- Conducted hundreds of interviews, narrowing down the candidate pool to short list of individuals to be vetted.
- Directly responsible for Ambassadorships and Presidential Boards and Commissions portfolios.

### **MIAMI-DADE STATE ATTORNEY'S OFFICE, Miami, Florida**

8/12 – 8/16

*Assistant State Attorney*

- Investigate complex money laundering, racketeering and financial fraud cases as a member of the Special Prosecutions Economic Crimes Unit.
- Prosecute felony and misdemeanor crimes, including narcotics trafficking, public corruption, armed robbery and domestic violence.
- Represent the State Attorney's Office before the Florida Parole Commission.
- Attend briefings and training exercises conducted by the Miami-Dade Police Department, Medical Examiner's Office and Department of Corrections.

### **KINGS COUNTY DISTRICT ATTORNEY, Brooklyn, New York**

5/10 – 8/10

*Legal Intern, Major Narcotics Investigation Bureau*

- Tasked with researching and drafting search warrant applications.
- Represented the prosecution before the court on misdemeanor offenses.
- Participated in the research and investigation of "Operation Coast to Coast" leading to the arrest of the largest distributor of illegal prescription pills in New York City.
- Participated in proffers and interrogations of people of interest to the bureau.

### **CHRIS CHRISTIE FOR GOVERNOR, New Jersey**

5/09 – 8/09

*Communications and Advance*

- Assisted in the planning and organization of multi stop statewide bus tour.
- Organized rallies and town hall meetings designed to increase the visibility and effectiveness of the candidate's message.
- Created database for responses to constituent correspondence.

### **U.S. DEPARTMENT OF HOMELAND SECURITY, Washington, DC**

5/08 – 1/09

*Confidential Assistant, Office of The Secretary*

- Assisted the Secretary's Counselors with a portfolio including: Domestic Nuclear Detection, FEMA, U.S. Coast Guard, U.S. Customs and Border Protection, and U.S. Immigration and Customs Enforcement.
- Traveled extensively both domestically and internationally in support of the Secretary.
- Drafted responses to congressional inquiries concerning sensitive national security matters.
- Assisted with Federal and State coordination in preparation and response to both natural and manmade disasters.
- Awarded Secretary's award for significant contributions to DHS.

### **RUDY GIULIANI PRESIDENTIAL COMMITTEE, New York, New York**

6/07 – 2/08

*Intern, Research and Communications*

- Performed opposition research of primary opponents' previous records.
- Conducted vetting operations for campaign fundraisers, locations, and key endorsements.
- Drafted policy backgrounders for campaign policy advisors.
- Assisted Campaign COO with fundraising efforts in the Jewish community.
- Traveled throughout New Hampshire under the direction of the State Political Director.
- Created South Florida GOTV plan to reach out to over 10,000 targeted primary voters.
- Attended Senior Staff strategy meetings.

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**THE WHITE HOUSE, Washington, DC**

1/07 – 5/07

*Intern, Office of Political Affairs*

- Served as desk coordinator for the Associate Director for the Northeastern states.
- Drafted political briefs for all Presidential and Cabinet level travel in the region.
- Coordinated arrangements for senior administration officials' travel in the region.
- Maintained communication between the Office of Political Affairs and the corresponding state parties.
- Actively maintained a database of key targeted Congressional and Statewide races for 2008 election cycle.

**JOHN FASO FOR GOVERNOR, New York, New York**

6/06 – 12/06

*Director, New York City Field Operations / Jewish Advisor*

- Responsible for the recruitment and management of over 200 volunteers in the New York City Area.
- Organized and planned field events to maximize campaign's presence at events.
- Structured a strategic phone bank operation to reach out to voters in favored regions throughout the state.
- Arranged and attended policy meetings between the candidate and major Jewish leaders and press throughout the diverse range of Jewish communities in the state.

**BLOOMBERG FOR MAYOR 2005, New York, New York**

8/05 – 11/05

*Intern, Jewish Outreach*

- Drafted letters of appreciation on behalf of the Mayor to distinguished Jewish leaders.
- Prepared press releases for the Jewish media in the metropolitan area.
- Assisted in the planning of a 1,200 person campaign breakfast with Mayors Giuliani, Koch and Bloomberg.
- Assisted in the organization of marketing and advertising in the metropolitan media.

**KINGS COUNTY DISTRICT ATTORNEY, Brooklyn, New York**

5/05 – 8/05

*Intern, Trial Bureau*

- Prepared discovery materials and assisted attorneys in trial preparation which included: Corroboration Letters, Parole Letters, Statements of Readiness, and Supporting Depositions.
- Observed felony trial from jury selection to verdict (*People v. Raphael Pena*) and attended hearings, pleadings and motions in Brooklyn Criminal Court.

**WESTMINSTER CAPITAL, Florham Park, New Jersey**

Summers 2002-2004

*Intern, Real Estate Finance*

- Assembled and analyzed financial information to assist in acquisition and refinancing of real estate properties.

**EDUCATION****Syracuse University College of Law**

8/09 – 05/12

*Juris Doctor 2012*

Honors: Associate Member – Moot Court Honor Society  
2010 Charles H. Revson Law Student Public Interest Fellow  
National Security and Counterterrorism Law Certificate  
Student Attorney – Criminal Defense Clinic

**CUNY Baruch College**

8/04 – 12/07

*Bachelor of Science; Major: Public Affairs, Minor: Political Science*

Honors: CV Starr Study Abroad Fellowship: Awarded for academics, character, and community service.  
23<sup>rd</sup> Street Association Scholarship: Awarded for academic excellence and community service.  
Member of Golden Key International Honour Society, and Phi Eta Sigma Honor Society.

Activities: President – Baruch College Republicans.  
Treasurer – Public Affairs Society.

Study Abroad: **Charles University**  
**Genesis Jerusalem Institute**

Prague, Czech Republic  
Beit Shemesh, Israel

1/06 – 5/06  
9/03 – 6/04

**BAR ADMISSIONS**

- Florida
- District of Columbia

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# WILLIAM JORDAN EASON

## EDUCATION

**Hampden-Sydney College | Hampden-Sydney, Virginia**

May 2013

- Bachelor of Arts in **Economics**
- Minor: **History, Rhetoric**
- Honors: President's Scholarship recipient, 2009-2012, Hampden-Sydney College

Related Coursework: Public Speaking, Rhetoric, Leadership and Ethics, Microeconomic Theory, Macroeconomic Theory, Statistics, Calculus, Money and Banking, Public Policy Analysis, Economic Forecasting, Financial Statement Analysis

## WORK EXPERIENCE

**Executive Office of The President, The White House | Washington, DC**

January, 2017 – present

Press Lead

- I travel ahead of The President of the United States handling all press logistics that take place outside of White House grounds.
- Once the President leaves the White House, whether he's going to an in-town event, or across the world, my job is to make sure all press related logistics are taken care of before he arrives at his destination.
  - These include but are not limited to: setting up interviews, press conferences, media avails, credentialing press, sending out media advisories, collecting press RSVP's, etc.
- Interact closely and frequently with senior press, operations, and public affairs staff to coordinate and execute vital messaging for the President at his public and private events.

**Presidential Inaugural Committee, Media Operations | Washington, DC**

January, 2017

Press Lead

- In charge of all media related activities at the Presidential Media Review Stand in Lafayette Park for Inauguration.
- Worked closely with the Communications Department, Secret Service and National Parks Service to coordinate all press logistics and operations for the 500+ media I was responsible for credentialing.
- Aided the decision making process for camera shots, live shots and ABC's pool coverage of Lafayette Park, the Presidential Review Stand, Blair House, The White House and St. John's Church.

**Donald J. Trump for President | Washington, DC**

April, 2016 – December 2016

Press Lead

- Traveled with and ahead of candidate Trump during his 2016 Presidential Campaign to coordinate all press related logistics for his public and private events across the country.
- Coordinated and facilitated the set up, credentialing, and logistics of private interviews, press conferences, media avails and policy speeches.
- Reported directly to the press director and press secretary to ensure fluidity of interviews, media interactions and all press related logistics for all events across the United States.

**Marco Rubio for President | Washington, DC**

November 2015-March 2016

Advance Lead/Press Lead

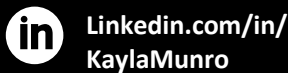
- Traveled with and ahead of Senator Marco Rubio during his 2016 Presidential Campaign to coordinate all press related logistics and production efforts for his public and private events across the country.
- Aided press staff before and after events, setting up private interviews and media avails.
- Worked closely with traveling staff and press staff to ensure interviews/avails were timely, easily accessible, and logistically smooth for all parties.





# Kayla M. Tonnessen

## CONTACT



Linkedin.com/in/  
KaylaMunro

## EDUCATION

### MASTER OF ARTS

**U.S. Naval War College**

*National Security  
and Strategic Studies*

2011 – 2014

### BACHELOR OF ARTS

**University of South Florida**

*Mass Communications*

2004 – 2007

## SKILLS

LEGISLATIVE AFFAIRS

PUBLIC AFFAIRS

FUNDRAISING

GRASSROOTS ADVOCACY

BUDGETING

TEAM LEADERSHIP

PROJECT PLANNING

IMPROVING EFFICIENCY

RESOURCE MANAGEMENT

STRATEGIC PARTNERSHIPS

## EXPERIENCE

### The Ohio State University

**Senior Director, Government Affairs & Advocacy**

Aug. 2016 – Present

Columbus, OH

- Advance the university's public policy agenda before the state and federal government by devising and executing multi-faceted advocacy campaigns that target and mobilize 550,000 alumni advocates throughout the United States
- Develop proactive issue management strategies for Ohio State's grassroots network to keep alumni informed about legislative priorities by providing a platform to engage in advocacy campaigns with elected officials at the federal, state, and local level; Conceived and executed the inaugural Buckeye Day at the Statehouse
- Build strategic alliances and maintain effective coalitions with key constituency groups largely at the state and federal level whose work and missions are aligned with Ohio State's priorities

### Nationwide Insurance

**Political Action Committee Manager**

Aug. 2014 – Aug. 2016

Columbus, OH

- Managed a \$2 million per election cycle Political Action Committee with 3,000 members for a Fortune 100 company and publicly represented the company's political program activities at internal and external meetings and events; organized and managed PAC events held across the country, as well as executive fundraisers and site visits with Members of Congress
- Increased new member participation by 39% in 2015, exceeded previous year results in 2016 for current member pledge increases by 359% and overall new political revenue by 44%, the highest recorded new revenue fundraising results in the PAC's 40-year history; Championed mobile platform for giving and retention, all of which led to national recognition as *Corporate PAC of the Year* by the Public Affairs Council
- Responsible for compliance with the Federal Election Commission (FEC) and all state registration and campaign finance reporting requirements; Maintained working knowledge of FEC and state campaign finance law, Internal Revenue Service (IRS) regulations, and the Security Exchange Commission (SEC) Pay to Play regulations to ensure Nationwide's compliance

### U.S. House of Representatives – Committee on the Judiciary

**Professional Staff Member**

Feb. 2011 – Aug. 2014

Washington, D.C.

**Chairman Lamar Smith (R-TX) and Chairman Bob Goodlatte (R-VA)**

- Represented the committee at weekly coalition meetings with Republican Whip's Office and assisted in the organization of meetings between House leadership and coalition groups on legislation prior to floor action
- Chief planner and organizer for the Chairman's Congressional Delegation trips: Coordinated with Embassies and State Department staff and accompanied Members of Congress and committee staff overseas on official committee business
- Designated Security Manager for the committee: responsible for all classified documents; facilitated security preparations for closed hearings
- Served as the Legislative Clerk during weekly committee markups; recorded and maintained official vote and amendment records

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AMERICAN  
OVERSIGHT



# Kayla M. Tonnessen

## CONTACT



[Redacted]



[Redacted]



Linkedin.com/in/  
KaylaMunro

## EDUCATION

**MASTER OF ARTS**  
U.S. Naval War College  
*National Security  
and Strategic Studies*  
2011 – 2014

**BACHELOR OF ARTS**  
University of South Florida  
*Mass Communications*  
2004 – 2007

## SKILLS

LEGISLATIVE AFFAIRS  
FUNDRAISING  
GRASSROOTS ADVOCACY  
PUBLIC AFFAIRS  
BUDGETING  
TEAM LEADERSHIP  
PROJECT PLANNING  
IMPROVING EFFICIENCY  
RESOURCE MANAGEMENT  
STRATEGIC PARTNERSHIPS

## EXPERIENCE continued

### U.S. Department of Defense

Sept. 2008 – Feb. 2011

#### Public Affairs Specialist

The Pentagon; Fort Belvoir, VA; Fort Gordon

- Prepared and disseminated press releases for DoD-affiliated media and national media outlets; Arranged television/print interviews for senior military officers and produced articles for the Defense Media Activity and U.S. Army News
- Provided protocol and public affairs support for distinguished visitors; Planned and executed symposiums, special ceremonies, speaker bureau programs, change of command ceremonies, and senior leadership visits from the Vice President of the United States, Chairman of the Joint Chiefs of Staff, Chief of Staff of the Army, and Vice Chief of Staff of the Army
- Advised military and civilian leaders on communications tactics and strategies; Developed public affairs guidance, communications plans, response-to-queries, command messages, speeches, and correspondence for commanding officers

### U.S. Senate, Senator Mel Martinez (R-FL)

Aug. 2007 – Sept. 2008

#### Staff Assistant & Legislative Intern

Washington, D.C. and Tampa, FL

- Served as a liaison between the Senator's office and more than 20 million Florida constituents; Directed the Senator's internship program; Assisted staffers with legislative and press duties; Managed front office responsibilities; Communicated the Senator's policies to constituents

### U.S. Department of Labor

May – Aug. 2007

#### Public Affairs Intern, Office of Secretary Elaine L. Chao

Washington, D.C.

- Selected as one of only 60 interns from a competitive pool of 1100 candidates nationwide

## CERTIFICATIONS

### The Jo Ann Davidson Leadership Institute

Aug. 2016 – May 2017 Graduate, Class of 2017

### Public Affairs Council

Certificate: Political Action Committee & Grassroots Management

Aug. 2014 – Aug. 2016

### U.S. Air Force Air Command and Staff College (ACSC)

Capitol Hill Seminar

Nov. 2011 – Dec. 2012 Graduate, Class of 2012

### Defense Information School (DINFOS)

Public Affairs Qualification Course

Certified U.S. Department of Defense spokesperson

July – Sept. 2009: Fort Meade, MD

**SECURITY CLEARANCE:** TOP SECRET/SCI: Active from March 2008 – Aug. 2014  
ONDCP-19-0055-A-000009

# DAVID J. MARELLA

(b)(6)

**BAR ADMISSIONS** New Jersey and New York

## EDUCATION

**Seton Hall University School of Law, Newark, New Jersey**

Juris Doctor, *cum laude*, May 2015

GPA: 3.54 (2L and 3L GPA: 3.83)

Honors: Seton Hall Law Presidential Scholarship (merit-based)

James B. Boskey Memorial Foundation Scholarship – Harvard Law School's Program on Negotiation Grant

Seton Hall Law Appellate Advocacy Course – Best Oralist Award

Journal: *Seton Hall Legislative Journal* – Articles Editor

Activities: Corporate Law Society – President

**Rutgers, The State University of New Jersey, New Brunswick, New Jersey**

Bachelor of Arts in Economics and Political Science, May 2011

GPA: 3.2

Honor: Rutgers University Scarlet Scholarship (merit-based)

## EXPERIENCE

**Gibbons P.C., Newark, New Jersey**

*Corporate Department – Associate, October 2016 – Present*

- Represent financial institutions and private companies in a commercial finance practice, particularly in bank finance transactions and real estate finance transactions.
- Draft, negotiate, and review various transaction documents, including merger agreements, purchase agreements, credit agreements, pledge and security agreements, and ancillary closing documents.
- Serve as counsel to a pharmaceutical company that produces abuse-deterrent opioid products in all corporate matters including corporate governance, private equity financing, non-disclosure agreements, and possible initial public offering.
- Draft memoranda explaining regulatory requirements and legal considerations for a major international pharmaceutical company when contracting with the U.S. Department of Energy for the purchase of a nuclear isotope for drug production.

**The Honorable Paul Innes, Presiding Judge, Chair of the Chancery Division**

**Superior Court of New Jersey, Chancery Division, General Equity Part, Trenton, New Jersey**

*Judicial Law Clerk, September 2015 – August 2016*

- Draft bench opinions and memoranda for motions in chancery, foreclosure, law, and corporate dispute matters.
- Applied Delaware corporate law to determine preliminary injunctions in a derivative lawsuit brought by general partners of a hedge fund with \$100 million of assets under management.
- Wrote a bench opinion explaining the finite means for valuation of a closed corporation in an oppressed shareholder action.

**Investor Advocacy Project, Securities Arbitration Clinic, Seton Hall University School of Law, Newark, New Jersey**

*Student Advocate, August 2014 – May 2015*

- Applied financial forensics to client's investment records to uncover legal claims of unsuitability and misrepresentation.
- Negotiated legal settlement worth over \$75,000, for client for claims against financial broker-dealer.

**PricewaterhouseCoopers LLP, Florham Park, New Jersey**

*State and Local Tax – Mergers & Acquisitions Group Intern, June 2014 – August 2014*

- Drafted memorandum explaining the tax implications in different states after the acquisition of a bankrupt corporation and the elimination of its intercompany bad debt by the acquirer.
- Identified tax and liability issues of a billion dollar target company that was marketed for sale.

**The Honorable Cathy L. Waldor, U.S. District Court for the District of New Jersey, Newark, New Jersey**

*Judicial Intern, May 2014 – June 2014*

- Analyzed substantive and procedural legal issues in various federal causes of action to present disposition recommendations in concise memoranda for final decision by the court.

**New Jersey Bureau of Securities, Office of the Attorney General, Newark, New Jersey**

*Legal Intern, January 2014 – April 2014*

- Provided financial investigative work in a civil lawsuit brought forth by the Bureau against a major investment bank, for its sale of mortgage backed securities.
- Researched variations of structured products with different underlying assets and derivatives.

**The Honorable Carolyn E. Wright, Superior Court of New Jersey, Law Division, Civil Part, Newark, New Jersey**

*Judicial Intern, May 2013 – August 2013*

- Directed my fellow interns in the largest case on the Court's docket involving seven parties from multiple states.

ONDCP-19-0055-A-000010

## INTERESTS

Eagle Scout Award Recipient; Exercising; Art History; Pro and College Football

## Lawrence L. Muir, Jr.

### EXPERIENCE

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**TRUMP FOR AMERICA, INC. Presidential Transition Team** Oct. 2016- Jan. 2017  
*Attorney, Presidential Appointments Group* Washington, DC

- Assisted in the preparation of Senator Jeff Sessions for his confirmation hearing to be Attorney General of the United States
  - Authored memorandums on cybercrime law and policy in anticipation of questions from Committee members. Topics included Russian hacking and cyberespionage, access to encrypted messages, and access to electronic contents stored overseas by American companies.
  - Reviewed Senate floor speeches, Senate Judiciary Committee hearings to find policy positions, positive comments from Democratic colleagues, and other material for the public relations campaign.
  - Reviewed archived constituent letters for policy positions and material of interest to meet the Committee's deadline.
- Worked at 1717 Pennsylvania Avenue location prior to President Trump's election. Vetted prospective nominees for Presidential appointments by researching their legal and political positions on issues of concern to the administration.
  - Invited to perform advanced vetting of prospective nominees by drafting single issue research opinions on specific prospective nominee's issues on positions.

**DUNLAP, BENNETT & LUDWIG** 2016- 2017 and 2003-2004  
*Senior Associate* Richmond, VA and Leesburg, VA

- Represent patent holder in patent infringement litigation. Litigation in federal district courts, the PTAB, and the Court of Federal Appeals.
- Counsel international businesses on obtaining OFAC and BIS export licenses.
- Provide corporate advisory work to government contractors, negotiate contracts, shareholder agreements, and other corporate matters.
- Drafted revisions to the Computer Fraud and Abuse Act (CFAA) and sent to Chairman Goodlatte

**OBENSHAIN LAW GROUP** 2015-2016  
*Associate* Richmond, VA

- Boutique litigation firm. Represented clients in partnership dissolution, eminent domain proceedings, and personal injury cases.
- Law firm owner is a sitting Virginia Republican Senator from Harrisonburg.

**LAWRENCE L. MUIR, PLC** 2012-2015  
*Member* Richmond, VA

- One-person law firm with focus on cyber law and homeland security.



- Authored, with the Secretary of Technology, the *Virginia Strategic Cyber Security Plan*. The Plan involved extensive consultation with appropriate cabinet members and agency personnel.
- Advise homeland security consultant in contract law and negotiation with foreign sovereign.
- Represented client in civil case involving the application of the Fourth Amendment to a non-investigatory computer search by his public employer.
- Write cybersecurity and technology policies for legislators and political candidates.

**WASHINGTON & LEE UNIVERSITY SCHOOL OF LAW** 2012-2017

*Adjunct Professor*

Lexington, VA

- Teach two-credit seminar on cybercrime. Course covers evolution of common law to treat digital evidence, focusing on substantive cybercrimes and Fourth Amendment procedure and examines recent policy developments in cyber warfare and critical infrastructure protection. Taught in the spring and fall 2012 semesters.

**OFFICE OF THE ATTORNEY GENERAL OF VIRGINIA** 2008-2012

*Assistant Attorney General, Computer Crime Section*

Richmond, VA

- Prosecuted state and federal computer crimes focusing on child pornography cases involving computers to facilitate distribution and possession.
- Through DOJ CEOS was cross-designated as a Special Assistant United States Attorney (SAUSA) in both Virginia districts.
  - Oversaw all aspects of child pornography prosecutions, including advising the investigating officers working with the FBI Innocent Images Task Force and the ICAC task forces.
  - Took nine federal cases from grand jury through sentencing in both districts of Virginia. Prosecuted recidivist offenders.
  - Federal sentencing ranged from 60 months to 238 months, with an average sentence of 104 months.
- Planned initiatives in cyber security. Have written public presentation, created and planned national conference through NAAG, and helped create two graduate school programs to train cyber security professionals. Advised Governor's Homeland Security Working Group on topic.
- Developed and wrote legislation to present to Virginia General Assembly. Wrote long-arm statute for obtaining subscriber information and content, as well as an extortion bill concerning personal identifying information. Testified before General Assembly on these bills and others.

**OFFICE OF THE COMMONWEALTH'S ATTORNEY**

2004-2008

*Assistant Commonwealth's Attorney*

Lexington, VA

- Prosecuted felony bench and jury trials in Circuit Court, misdemeanors in General District Court, and all matters in Juvenile & Domestic Relations Court.
- Wrote office's appellate briefs and managed asset forfeiture cases.
- Deported one person for breaking & entering with intent to rape while in possession of Schedule I/II narcotics.

## PUBLICATIONS

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*The Case Against an International Cyber Warfare Convention*, 2 Wake Forest L. Rev. Online 5 (2011).

*Combatting Cyber-Attacks Through National Interest Diplomacy: A Trilateral Treaty with Teeth*, 71 Wash. & Lee L. Rev. Online 73 (2014).

*Revising the CFAA: How Stronger Domestic Law Can Improve International Cybersecurity*, Georgetown Journal of International Affairs Online (2015).

*The Digital Penetration of American National Security: How a coordinated government response that emphasizes private ownership and private lawyers will strengthen America*, Washington and Lee Law Faculty Scholarship Blog, February 17, 2017.

## HIGHLIGHTED INVITED SPEAKING ENGAGEMENTS

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*Cyber Security in Virginia*, Virginia Information Technology Agency Information Security Officer Advisory Group, Richmond, VA, March 2, 2011.

*Cyber Security and the Nuclear Industry*, Nuclear Regulatory Commission, Rockville, MD, July 18, 2012

*CISPA and Civil Liberties*, Federalist Society, Richmond Chapter, Richmond, VA, June 25, 2013

*NIST Cybersecurity Framework*, Infragard, Richmond Chapter, Richmond, VA, February 12, 2014

*United States vs. Riley: How the Separation of Powers Can Define Technology's Influence on the Fourth Amendment*, Federalist Society, University of Richmond School of Law, September 22, 2014. (Second presentation given at Washington & Lee University School of Law.)

*The Computer Fraud & Abuse Act: What you should know about it, and why it doesn't work*, Washington & Lee Alumni Association, Richmond Chapter, Richmond, VA, October 6, 2015.

*National Security Law Brief Spring Symposium*, American University Washington College of Law, Washington, D.C., March 1, 2017.

## **BAR ADMISSIONS**

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Virginia (2003)  
Eastern District of Virginia (2008 and 2015)  
Western District of Virginia (2008 and 2015)

## **EDUCATION**

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**WASHINGTON AND LEE UNIVERSITY SCHOOL OF LAW**, Lexington, VA  
J.D., received May 2003

*Activities:* Quarterfinalist, John W. Davis Moot Court competition; ABCNY national moot court team; member of various legal societies; coached the jumping events for the college track team.

*Independent Study:* Viewing the Sarbanes-Oxley Act of 2002 through Gatekeeper Theory

**WASHINGTON AND JEFFERSON COLLEGE**, Washington, PA

B.A., *magna cum laude*, Economics, May 2000

*Awards:* Phi Beta Kappa, Waltersdorf Award for Innovative Leadership, Hardy Scholarship in Entrepreneurial Studies, Waltersdorf Award for Economics, Marshall Prize for Economics

*Activities:* Varsity basketball and track. All-conference in track.

*Thesis:* The Yield Curve as a Predictor of Recessions, Unemployment, Inflation, and Real Interest Rates

## **POLITICAL LEADERSHIP**

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Member, Republican Party of Virginia (RPV) State Central Committee- 2012-2015

Member, Third District Committee of RPV; former Secretary and Vice-Chairman Chair, Richmond City Republican Party, 2015

# PAMELA R. STEVENS

## SENIOR COMMUNICATIONS/PUBLIC AFFAIRS PROFESSIONAL

Energetic, resourceful media affairs and communications specialist with over 20 years' experience in creating and delivering effective public affairs and media outreach strategies on behalf of decision-makers at the highest levels of government, television/radio, and private industry.

### KEY STRENGTHS

Strategic Communications

Development and Enhancement of Public Profiles

Planning and Directing Media Operations/Press Advance Strategies

Presentation of Policy Messages via Direct Outreach & Management

Extensive, High-Level Contacts throughout National and International Media (Print/ Television/ Periodicals)

## PROFESSIONAL EXPERIENCE

### MAIN STREET REPUBLICAN PARTNERSHIP

#### Director of Communications and Strategic Initiatives

September 2016-Present

Develops targeted communication strategies to enable effective and consistent dissemination of common-sense policy solutions. Significantly raised the public profile of the Partnership CEO through the use of high-value media placements. Responsible for the creation of the "Women-to-Women" initiative into a highly successful vehicle to enhance female participation in, and influence on, policy development within the Republican Party. Makes use of a diverse and highly-influential network of leaders in government, media, and politics to develop and focus attention on the Partnership's policy priorities.

### REPUBLICAN NATIONAL CONVENTION

#### Director of Media Affairs, Media Events, and Specialty Media

April-July 2016

Recruited by GOP leaders to oversee media affairs and special events during the 2016 Republican Convention. Worked with the Trump Caucus Operations Team and Convention Communications Team to develop PR strategies and generate media opportunities; responsible for outreach to African-Americans, Hispanic women, youth, and veterans' groups. Served as the primary national television and radio liaison.

### HOUSE REPUBLICAN CONFERENCE

#### Director of Media Affairs and Strategic Initiatives

January 2013-September 2016

Raised the profile of the conference chair and other members with a multi-dimensional outreach strategy that placed members in front of targeted news media and key grassroots organizations to bring needed attention and the impetus for action on national issues such as health care, economic reform, and national security. Successes included:

- House Republican Speaker's Bureau: Conceptualized, launched, and managed the GOP Speaker's Bureau to showcase a deep bench of GOP policy experts, providing both conference members and others with a highly-visible forum to demonstrate their expertise, while advancing the GOP's policy objectives.
- Grassroots Development of "Specialty" Media: Initiated and delivered a platform for specialty conservative groups including women, minorities, and veterans to improve outreach and encourage participation among these growing, underserved demographics. Spearheaded the first focused effort to include these groups in the House GOP's overall communications strategy.
- Annual House GOP Conference Retreat: Enriched retreat content by booking top media figures and thought leaders to speak, and encouraged ongoing relationships between party leaders and these invited speakers.

### THE CAMPAIGN TO FIX THE DEBT

#### National Press Secretary

September 2012-January 2013

- Spoke on-the-record as organization's representative for national campaign targeting fiscal initiatives
- Developed and executed the campaign's rapid response strategy to maintain visibility in fast moving news cycles
- Coached speakers before all TV and radio engagements with clear, concise messages on complex budget issues



## **2012 REPUBLICAN NATIONAL CONVENTION**

### **Deputy Press Secretary/Director of Specialty Press**

**July-September 2012**

- Created and implemented outreach strategies for delivering the Romney campaign's message to a variety of special-interest groups, including veterans/active duty military, African-Americans, women and faith-based groups
- Created media availability strategy that included both US and international media outlets
- Led a staff of 10 communications professionals with a small budget and rapidly changing news cycles

## **MSNBC**

### **Planning/Editorial Producer, *The Last Word with Lawrence O'Donnell* 2010-2012**

- Focused editorial direction of this top-rated news show by generating compelling story ideas and booking high-level guests
- Developed and maintained lasting professional relationships with the White House, Senate and House leadership, publicists, celebrities, and book and magazine publishers

## **SUSAN G. KOMEN FOR THE CURE**

### **Washington, DC, Director of Communications and External Relations 2008-2010**

- Directed all external communications, coordinating local, national, and international media interviews for CEO and Founder
- Designed and implemented media outreach strategies for high-profile public health awareness campaigns on mammography screening and cancer research funding cuts

## **U.S. DEPARTMENT OF STATE -TS/SCI Clearance**

**2005-2008**

### **Deputy Assistant Secretary for Outreach/Senior Advisor to the Secretary**

- Shaped messaging strategies for Condoleezza Rice, the first African-American female Secretary of State, promoting her expertise on the international stage
- Synchronized communications with Media Affairs, Public Liaison, and Intergovernmental Affairs to amplify US foreign policy messages; coordinated messaging throughout all regional/functional bureaus and the White House
- Named primary contact for all domestic and international media, both print and broadcast

## **THE WHITE HOUSE**

### **Assistant Press Secretary**

**2003-2005**

- Spoke on-the-record as White House Press Office duty officer
- Coached and coordinated appearances of top-level White House and Cabinet officials to ensure effective delivery of Administration policies via all broadcast media outlets

## **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)**

**2002-2003**

### **Special Assistant for Marketing, Secretary's Office of Public Affairs**

- Marketed HHS Secretary Tommy Thompson and key department programs/policies to broadcast and print media.
- Managed press inquiries on HHS programs and policies.
- Coordinated media briefings of Secretary and other high-ranking Department officials. Briefed Secretary and other Cabinet-level officials as necessary.

## **CABLE NEWS NETWORK (CNN)**

**1994-2002**

### **Senior Editorial Producer, WEEKEND PUBLIC AFFAIRS PROGRAMS**

**1997-2002**

- Produced editorial content for *Late Edition*, *Wolf Blitzer Reports*, and *Novak, Hunt and Shields*
- Booked newsmakers/politicians for appearances, researched stories and pre-interviewed guests

### **Producer, *LARRY KING LIVE***

**1996-1997**

- Produced political editorial content for CNN's prime-time interview program
- Booked newsmaker and celebrity appearances, maintaining contacts with Hollywood agents and book publishers

### **Associate Producer, *AMERICA'S TALKING***

**1994-1996**

- Produced segments on government waste, fraud and abuse
- Booked thought leaders for debates and interviews

**EDUCATION**

Bachelor of Arts Degree in Communications, James Madison University, Harrisonburg, VA

**PROFESSIONAL AFFILIATIONS**

Board Member, Republican Communications Association • Board Member, American News Women's Club

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» **WORK EXPERIENCE**

**Office of National Drug Control Policy, Washington, D.C.** *March 2017-Present*

White House Liaison and Advisor to the Director – Executive Office of the President

- Advises the Director on Administration policy implementation, as well as onboarding political appointees, and supporting/resourcing office-wide initiatives to meet standards of a new Administration
- Coordinates with White House Cabinet Affairs regarding daily policy, legislative and programs
- Initiates and leads special projects on behalf of the White House and Acting Director for maximum agency effectiveness

**United States Department of the Treasury, Washington, D.C.** *Jan 2017-Mar 2017*

Deputy White House Liaison

- Acting Deputy White House Liaison, assisting the Sr. White House Advisor and Chief of Staff with Administration policy, Intergovernmental Affairs and onboarding political appointees
- Provided White House Cabinet Affairs with daily policy, legislative and capital market updates
- Managed Beachhead staff and coordinate special projects for the Secretary's Chief of Staff

**Presidential Transition Team, New York, NY and Washington, D.C.** *Nov 2016-Jan 2017*

Advisor in the Office of the Executive Director

- Managed special projects for the Executive Director, including securing and negotiating temporary housing for Transition staff of 40+
- Coordinated and managed a \$2 million travel budget for the President-Elect's senior staff, including compliance with government mandated travel regulations
- Assisted in planning and updating the President-Elect's internal referral database

**Donald J. Trump for President, Inc., New York, NY** *Apr 2016-Nov 2016*

National Voter Services Coordinator

- Directed the employment of 50+ interns and over 120+ volunteers
- Expanded the Voter Outreach Program with extensive growth to all 50-States
- Established fundraising systems within key states; raised over \$400,000 per month

**Scully and Scully, Inc, New York, NY** *Jul 2015-Jan 2016*

Sales and Customer Service Representative

- Exceeded sales expectations by over 150%, with over \$400,000 in merchandise sold
- Assisted the Manager with daily projects optimizing sales efficiency for all representatives

**O'Dwyer and Bernstein, LLP, New York, NY** *Nov 2014-Aug 2015*

Paralegal – Legal Administrative Assistant

- Produced legal documents such as briefs, pleadings, appeals, wills and contracts
- Assisted with Real Estate closings in the NYC area for Ian K. Henderson

**Saint John's University, Queens, New York** *Aug 2013-Aug 2014*

Executive Administrative Assistant

- Managed over 60 Staff members for the University Conference Services department

- Processed 1,500+ reservations for external international clients staying in the NYC area

**Young Men's Christian Association**, Skaneateles, New York

*May 2011-Sep 2013*

Director of Camp Operations/Scheduling

- Event management, operations and scheduling director for Summer camp programs
- Organized and managed 30 employees overseeing a group of over 40 children

**Natures Chemistry, LLC**, Skaneateles, New York

*Sep 2007-Sep 2011*

Director of Production

- Increased profits by 60% in one year through a restructure of a business line
- Managed, trained and assisted staff to ensure smooth adoption of new program

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## » EDUCATION

**Fordham University (Graduate School of Arts and Sciences)**, New York, NY

MA Political Science, Center for Electoral Politics and Democracy

*2016-Jun 2017*

**Saint John's University (College of Professional Studies)**, Queens, NY

BS Legal Studies, Minor in Management

*2012-May 2016*

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## » ACTIVITIES / CERTIFICATIONS

**Certified Paralegal**, State of New York, USA

*2015-Present*

**Team Leader of Republican Leadership Initiative**, New York, NY

*2015-2017*

**Vice President of The Kappa Sigma Fraternity**, New York, NY

*2013-2016*

**Volunteer at the Jamaica Passionist Monastery (150+ Hours)**, Jamaica, NY

*2012-2016*



## Kemp L. Chester

(b)(6)

### ***Relevant Skills and Qualifications:***

- ♦ Expert in policy formulation, and crafting and implementing strategies and long-range plans.
- ♦ Deep background in analysis and production on the full range of Transnational Organized Crime issues.
- ♦ Extensive understanding of the organization and functions of the Executive Branch as well as relationships among the White House, Departments and Agencies, and the Congress.
- ♦ Long-standing Interagency and Intelligence Community relationships.
- ♦ Superior written and verbal communication skills.
- ♦ Retired U.S. Army Colonel and highly decorated veteran of three wars.

### ***Professional Experience:***

**Executive Office of the President, Associate Director for the Heroin Task Force  
Office of National Drug Control  
Policy, Washington, DC**

**October 2015  
present**

- ♦ I lead a diverse, first of its kind team of subject matter experts created to lead the interagency effort to reduce the availability of heroin and illicit fentanyl in the United States. Responsible for its daily management and operations, as well as keeping the Director of National Drug Control Policy and the White House senior staff continually informed on issues related to the supply of heroin and fentanyl to the United States as well as their negative public health effects on the Nation.
- ♦ Authored the Federal government's Heroin Availability Reduction Plan (HARP), a five year strategic plan of actions, goals, and concrete measures to guide and synchronize interagency activities to reduce the supply of heroin and fentanyl in the U.S. market, and to reduce the number of American deaths associated with these drugs. As the Federal government lead for the plan's implementation, in close coordination with the National Security Council I bring together Federal departments and agencies, along with those at the state, local, and tribal levels, to share information and execute tangible actions to continually respond to the Nation's top drug priority. I represent the United States in key engagements with foreign governments, and the Executive Office of the President in the interagency in addressing the heroin and fentanyl threat to the United States.
- ♦ Appointed by President Obama to serve as Acting Director of National Drug Control Policy during the presidential transition beginning immediately after the inauguration. As the senior career public servant during the transition I was responsible for informing the new administration's approach to drug policy and for leading the Office of National Drug Control Policy through a series of wide-ranging and often difficult issues including budget; personnel; legislation related to drug policy; outreach to key stakeholders, the Congress, the public, and the press; and preparing the agency for transition to a Senate-confirmed Director appointed by the new President. I was instrumental in creating the Executive Order establishing the President's Commission on Combatting Drug Abuse and the Opioid Crisis.

**The McKenna Principals,  
Herndon, VA**

**Senior Director, National Security and  
Intelligence**

**October 2014-  
October 2015**

- ♦ On-site strategic planner and Subject Matter Expert for the Access Control Enterprise Solutions (ACES) project for the Department of Homeland Security (DHS). As the prime contractor supporting the Information Sharing Environment Office (ISEO) within Office of the Chief Information Officer (CIO), responsible for developing new capabilities and implementing the department's first Attribute-Based Access Control (ABAC) capability to extend the Information Sharing Environment and enhance information sharing and safeguarding among DHS headquarters, its components, and the federal government as a whole.
- ♦ Leader of a deliverable-oriented team responsible for establishing innovative processes for digital policy management and the development of the governance structures and policies necessary to enable the implementation of the department's automated enterprise access control capability. Led planning and analysis efforts, and developed relevant use cases and business process flows, to identify gaps and determine the requirements for digital policy management and governance.
- ♦ One of the primary authors of two capstone documents, the ACES ABAC Implementation Plan and the department's Enterprise Access Control White Paper. Taken together, these documents codified the ISEO vision for the department's Information Sharing Environment and provided a tangible roadmap for developing and sustaining this capability for the DHS enterprise over the long term.

**The Defense Intelligence Agency,  
Washington, DC**

**Chief of the Office of Counternarcotics  
Worldwide and Deputy Director for  
Intelligence, Americas Regional Intelligence  
Center**

**September 2011-  
September 2014**

- ♦ Working at the Senior Executive level I led more than 150 personnel and managed more than \$50 million in resources as Chief of the Office of Counternarcotics Worldwide. I transformed my organization into an Intelligence Community leader for the intelligence analysis that defined the environment of drug trafficking and associated transnational criminal activity. I drove the collection and analysis process that created more than 850 finished intelligence products on drug trafficking organizations and transnational criminal networks to support national-level strategy and policy development for the executive branch.
- ♦ As the Deputy Director for Intelligence I achieved a more than a 400% increase in analytical output and delivered results for our most senior customers, from the President to combatant commanders. I solidified the Americas Center's place in the Intelligence Community through enterprise-wide engagement, including creating the weekly Defense Intelligence Western Hemisphere production meeting which incorporated the combatant commands, federal government partners, and Service Intelligence Centers, and became the Agency's standard for collaboration and synchronization.
- ♦ Represented the Agency and the Defense Intelligence Enterprise in crafting strategic policy for a number of complex issues including developing national strategies to address Transnational Organized Crime, the post-2014 strategy for Afghanistan counternarcotics, the allocation of drug interdiction assets in the Caribbean, and served as an original member of the joint CIA and Department of Justice Threat Mitigation Working Group.

**NATO Training Mission and  
Combined Security Transition  
Command, Kabul, Afghanistan**

**Chief of the Afghan Ministry of Interior  
Intelligence Advisory Team**

**July 2010-July 2011**

- ♦ Established the vision and drove the development of the entire structure for police intelligence for the Islamic Republic of Afghanistan during Operation ENDURING FREEDOM. Solved a series of complex problems, built a strong coalition within the Afghan Interior Ministry, and delivered more than \$33 million in funding, personnel, equipment, and real property to build an enduring police intelligence capability for the nation.
- ♦ Designed, created, and built the Network Targeting and Exploitation Center (NTEC) and the Afghan National Intelligence Training Center (ANITC) for the Afghan Directorate of Police Intelligence. Trained and equipped hundreds of Afghan analysts to produce actionable intelligence products to target and attack active criminal and terrorist networks operating throughout the country.
- ♦ Personal advisor and mentor to the Director of Police Intelligence, an Afghan Major General, and led more than 40 civilian, contract, and military personnel operating throughout Afghanistan.

**Office of the Deputy Chief of  
Staff for Intelligence (G2), the  
Army Staff, The Pentagon**

**Chief of Army G2 (Intelligence) Training,  
Modeling, and Simulations**

**July 2008-  
July 2009**

- ♦ Led Army-wide initiatives to quickly and efficiently provide deploying units with the intelligence systems and network analysis tools they were to receive in the combat zone, greatly reducing their training burden and increasing their immediate readiness in combat.
- ♦ Worked across the Army and Major Command Staffs to spearhead a complex multimillion dollar effort to load automated intelligence systems with actual data from the battlefield into home station training platforms to increase the value and realism of pre-deployment training.
- ♦ Because of my education, experience, and talent as a strategic planner I was detailed for three months to the Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury (DCOE-PH/TBI) to design and write their first ever strategic plan. I quickly learned an entirely new skillset and built a small and highly effective team to address this serious health issue of national importance, leading my team to accomplish this task before its expected completion date and with better than expected results.

**344<sup>th</sup> Military Intelligence  
Battalion, Goodfellow Air Force  
Base, TX**

**Battalion Commander**

**June 2006-June  
2008**

- ♦ Established a clear vision for the battalion and transformed it into the premier training organization for all US Army Signals Intelligence Soldiers, and in so doing established a new Army standard for the technical and tactical training of intelligence Soldiers that has been followed in the years since.
- ♦ By working closely with the National Security Agency (NSA) and the US Army Training and Doctrine Command (TRADOC) I drove a historic, generational leap forward in Signals Intelligence training by vastly improving the ability of our analysts to conduct Geospatial Metadata Analysis. This state of the art skillset I brought into the training base greatly increased Army units' ability to locate and target criminal and insurgent networks in Iraq and Afghanistan.

- ♦ Directly responsible for the leadership, training, well-being, and discipline of more than 900 military personnel on three different Army, Air Force, and Navy training installations throughout the United States, and oversaw several operating budgets totaling more than \$7 million a year.

**U.S. Central Command, MacDill Air Force Base, FL**                      **Chief of J2 (Intelligence) Strategy and Policy**                      **July 2004-June 2006**

- ♦ Envisioned and created a new method of depicting the global threat posed by global network of Al Qaeda and its associated movements the CENTCOM Commander used to brief the President and senior U.S. government leaders. This depiction of the threat became the baseline for thought on the nature of the enemy in the Global War on Terror.
- ♦ Requested by name and returned to Iraq in Operation IRAQI FREEDOM III to improve US operational and strategic planning efforts during a difficult time of faltering coalition efforts and incredibly high violence throughout the country. Applied my skills and experience in developing a series of plans and key operational documents during a crucial time in the fall of 2004.
- ♦ Designed and stood up the J2 Strategy and Policy section I led and was the primary author of a number of key theater and national level documents at the senior executive level to include the Central Command theater strategy and theater campaign plan.

**Education:**

**Washington, DC**                      **The National War College**                      **2009-2010**

- ♦ Master of Science in National Strategy.
- ♦ Named a Distinguished Graduate and recipient of the Association of the United States Army annual writing award.
- ♦ Research Fellow, authored a capstone research thesis, *Infinite War? The Origins of the Global War on Terror and Why it May Never End.*

**Fort Leavenworth, KS**                      **The School of Advanced Military Studies**                      **2000-2001**

- ♦ Master of Military Arts and Sciences.
- ♦ Authored two monographs, *Rights and Wrongs: Adopting Legitimacy as the Tenth Principal of War* and *A Common Vision for the Common Defense: Toward a More Comprehensive National Security Strategy.*

**Newport, RI**                      **The College of Naval Command and Staff**                      **1999-2000**

- ♦ Master of Arts in National Security and Strategic Studies.
- ♦ Graduated 1<sup>st</sup> in a class of 157 students.

**Columbia, SC**                      **The University of South Carolina**                      **1997-1999**

- ♦ Master of Arts in International Relations, graduated with 4.0 GPA.
- ♦ Authored a master's thesis, *Influence and Outcomes: The Making of the US Policy on Anti-Personnel Landmines.*

**Charleston, SC**

**The Citadel**

**1983-1987**

- ♦ Bachelor of Arts in Political Science.
- ♦ Named a Distinguished Military Graduate and to the Dean's List.

***Professional Qualifications and Clearances:***

- ♦ Career member of the Senior Executive Service.
- ♦ Active Top Secret/SCI clearance through September 2019 and CI Scope Polygraph through September 2018.
- ♦ School of Advanced Military Studies (SAMS) joint and operational planner.
- ♦ Joint qualified through three joint assignments and as a graduate of the Joint Forces Staff College.



**PROFESSIONAL EXPERIENCE**

**ACTING DIRECTOR, OFFICE OF NATIONAL DRUG CONTROL POLICY**, Washington, DC  
Named by President Trump in March of 2017-present. Responsibilities include:

- Strategy: Coordinate the development of President Trump's National Drug Control Strategy with 16 Federal departments and agencies. Led strategy kick-off events this summer at the White House and with wide array of law enforcement, prevention and treatment stakeholders.
- Budget: Develop, in concert with interagency, the \$27.8 billion Federal drug control budget, which includes resources for enforcement, interdiction, international supply reduction, drug prevention and treatment
- HIDTA: Oversee the \$250 million High Intensity Drug Trafficking Area (HIDTA) grant program, meet regularly with HIDTA Directors, individually and collectively.
- Prevention: Oversee the \$100 million Drug Free Communities grant program and working directly with Chief of Staff Kelly, Attorney General Sessions, HHS Secretary Price, and Education Secretary DeVos to develop a Comprehensive Demand Reduction Initiative.
- Speaking: Regularly address national conferences and meetings, including the National Sheriff's Association, the National Association of Drug Court Professionals, the Heroin/RX Summit, National Association of State Alcohol & Drug Directors, National Governor's Association.
- International: Meet with foreign country senior officials and Ambassadors of key narcotics countries, including Colombia, Mexico, and China.
- Lead: ONDCP has 85 professional staff in Washington and the two ONDCP grant programs employ collectively over 3,500 employees across the United States.
- Congress: Meet regularly with Members and Senators to discuss drug policy matters.
- Media: Represent ONDCP and the White House in media interviews, TV, print, radio, internet.

**EXECUTIVE DIRECTOR, PRESIDENT'S COMMISSION ON COMBATING DRUG ADDICTION AND THE OPIOID CRISIS**, Washington, DC (April 2017-present). Responsibilities:

- Advise: Provide advice directly to Commission Members, including Governors Christie, Baker and Cooper, Dr. Bertha Madras, and former Congressman Kennedy. Also work with Governor Christie and his staff to organize Commission meetings and events.
- Recommendations: Oversaw the development of detailed ONDCP recommendations to the Commission, as well as the development of a comprehensive briefing book.
- Meetings: Attend and participate in formal and informal meetings of the Commission.
- Support Report Writing: Ensure that ONDCP staff and interagency partners provide any information needed to ensure high quality reports from the Commission.

**INTERNATIONAL DIVISION DIRECTOR, OFFICE OF NATIONAL DRUG CONTROL POLICY**, Washington, DC (June 1997-March 2017). Note that during these twenty years served in several positions at ONDCP, all outline below. Responsibilities included:

- Lead writer: for development and interagency coordination of five National Drug Control Strategies in the Bush and Obama administrations.
- Lead writer/coordinator: National Strategy on Transnational Crime (July 2011). Also served as
- Co-Chair: (2008-2015) of the National Security Council / ONDCP Illicit Drugs/Transnational Criminal Threats interagency work group. Organized and led or co-led Sub-IPCs.

- Lead coordinator: National Southwest Border Counternarcotics Strategy ('07,'09, '11, '13, 16) designed to organize interagency efforts to deal with all drug-related border threats.
- Classified Implementation Plan: Drafted the Classified Implementation Plan used in the Clinton and Bush Administrations to provide clear direction to national security and intelligence agencies on steps they had to take to implement the supply reduction portions of the National Drug Control Strategy.
- Supervise: seven staff working on: southern and northern border enforcement, synthetic drug control; multilateral drug coordination (thru UN & OAS), bilateral relations with Europe, Russia, China & Canada, international demand reduction and engagement with NGOs.
- Legislative Affairs Advisor to ONDCP Director: (six-month detail in 2009), focusing on criminal justice, methamphetamine & southwest border issues and Drug Strategy consultation.
- Supported DEA Staffing Realignment: During the Bush Administration, led ONDCP efforts to review DEA's "Rightsizing Report" which restructured their global staffing model..
- Promoted Congressional Approval of Plan Colombia: During Clinton and Bush Administrations developed and promoted on Capitol Hill the proposed budget for what became known as Plan Colombia. This effort included multiple engagements with Members of Congress.
- Commission on Narcotics Drugs (CND) meeting (2006-2017). Over the past decade I have led coordination efforts for ONDCP's participation in the world's largest international governmental drug meeting, the annual CND, many times serving as trip Chief of Staff for Director.

**RESEARCHER, CENTER FOR THE COMMUNITY INTEREST**, Washington, DC

(June 1995-May 1997). Responsibilities included:

- Managed Federal National Institute of Justice research grant and led six city study of crime and street disorder and how police, city agencies, and NGOs responded to this challenge.
- Coordinated community policing initiatives and trainings with state and local agencies.

**EDITOR/PUBLISHER, CRIME & DRUG REPORT**, Arlington, VA, (June 1993-May 1995).

Responsibilities included:

- Edited, published and served as Chief Washington Correspondent for two monthly Washington-based newsletters, Crime & Drug Report and Drug Policy Report.
- Wrote hundreds of articles on law enforcement and drug policy issues. Sold publications in 1997.

**PROFESSIONAL STAFF MEMBER, HOUSE OF REPRESENTATIVES COMMITTEE ON NARCOTICS ABUSE**, Washington, D.C. (February 1988-May 1993). Responsibilities included:

- Worked on international and domestic drug policy issues for Republican Committee Members under leadership of Ranking Members Ben Gilman (R-NY) and Larry Coughlin (R-PA).
- Organized hearings and drafted legislation, reports, news articles, press releases and speeches.

**EDUCATION/TEACHING/TRAINING**

**GEORGETOWN UNIVERSITY**, Washington, D.C.

- B.A. in American Government, May 1987. Graduated with Departmental Honors.

**GEORGETOWN UNIVERSITY GRADUATE SCHOOL**, Washington, D.C.

- M.A. in National Security Studies, 1991. Graduated with Honors.

**UNIVERSITY OF COLORADO**, Denver, Colorado.

- M.P.A. - Masters in Public Administration, 2004. Program co-sponsored by OPM.

**TEACHING, TRAINING & PROFESSIONAL DEVELOPMENT**

- Adjunct Professor of Public Policy at Georgetown University's Graduate School (15-'17)
- Member, UNODC Expert Group on alternatives to incarceration.
- OPM Executive Development Seminar: *Leading Change*, August 6-16, 2001.

- Harvard Kennedy School of Government: *Innovations in Governance*, Oct 27-31, 2008.
- Federal Executive Institute *Leadership for a Global Society*, August 2-6, 2010.
- Foreign Service Institute's *National Security Executive Leadership Seminar*, 2015-2016.
- *Strategic Thinking: Driving Long-Term Success*, Brookings Institution, September 2016

**WORK EXPERIENCE**

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**White House, Cabinet Affairs***Executive Assistant to the Cabinet Secretary**January 2017 – Present*

- Conduct bi-weekly Cabinet Meetings, which includes, advising Cabinet Members and their staff on best practices ahead of Cabinet Meetings, coordinate with staff concerning the President's opening remarks, and Camp David meetings.
- Plan and direct swearing-in ceremonies for Cabinet Members with the President and Vice President.
- Liaise between White House components with Cabinet-level departments to organize meetings with the President, Vice President and senior leadership, travel, and plan meetings with the agency Chiefs of Staff.
- Extend and track invitations to Cabinet Members to attend White House events such as speaking engagements.

**Presidential Transition Team***Executive Assistant to the Policy Director**August 2016 – January 2017*

- Record, evaluate and communicate progress of policy books for 13 policy teams plus additional taskforce teams for the Policy Director, which later functioned as a guide for the initial agency beach head group.
- Supervise and delegate strategic recommendations by leadership to advise on areas for improvement and achieve deliverables in a timely fashion.
- Organize and administer the Policy Implementation operations; instruct, and train 200 core policy advisors and volunteers on procedures.

**Republican National Convention, Committee on Arrangements***Staff Assistant for Official Proceedings**April 2016 – August 2016*

- Managed travel, housing, and assignments for a team of 80 professional volunteers.
- Enter line-by-line program content in teleprompter programing system used by production executives.
- Recruited Preachers & Patriots participants and interested speakers for National Anthem singers, Pledge of Allegiance, Benediction/Invocation, and Color Guard.
- Worked with participant family and friends to escort them from backstage to their designated seating during program.

**Prime Advocacy***Staff Assistant**March 2016 – April 2016*

- Work with clients representing bi-partisan organizations across the U.S. to secure legislative meetings.
- Lead and manage projects with clients that range from 50 – 200 persons to create a personalized and tailored experience for all D.C. fly-ins by coordinating individual meetings and networking events.

**U.S. House of Representatives, John Shimkus (IL-15)***Intern**November 2015 – March 2016*

- Attend briefings, hearings, and meetings to prepare staff memos and lead guided tours of the Capitol.
- Answer phone calls and draft letters in response to constituent comments and concerns through IQ Constituent Program.

**Washington Intergovernmental Professional Group, LLC***Administrative Assistant/Intern**July 2015 – November 2015*

- Maintain and record attendance to provide support for DC-based networking events with government officials, foreign diplomats, and business leaders.

**EDUCATION**

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**Miami University, College of Arts and Science, Oxford, Ohio**

Bachelor of Arts: Major: Anthropology; Minor: Latin American, Latino and Caribbean Studies

*May 2015*

Presented in an Undergraduate Research Forum sponsored by Miami University (Spring, 2015)

Independent Study: *The Intentional or Accidental Roots of Cuba's Ecosystem* (Spring, 2015)

Miami Intercollegiate Skating Club (August 2011 – May 2015)

**INTERNATIONAL FIELD RESEARCH**

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Miami University Cuba in Transition

*January 2015*

Miami University Tropical Marine Ecology of the Bahamas, Florida Keys, and Everglades

*May 2015 – June 2015**The College of The Bahamas: Gerace Research Centre; San Salvador, Bahamas*

Miami University Ambassador for Children: Children's Literacy &amp; Health; Caye Caulker, Belize

*Spring 2014*

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**SUMMARY**

A determined and forward-thinking professional with demonstrated experience in policy and political environments. Learns new subject matters rapidly and applies knowledge to broaden professional skill sets.

**WORK EXPERIENCE****THE WHITE HOUSE**

*Director of Operations, Washington, D.C.*

September 2017 – present

Manage and oversee operations and logistics of the Office of White House Counsel with direct report to the Chief of Staff. Manage all tracking, outreach and clearance process of nominations, including coordination of outside agencies including the FBI and DOJ. Handle the litigation tracker for review by the Counsel to the President. Oversee job function of one staff assistant and two interns.

*Financial Operations Manager, Washington, D.C.*

July 2017 – September 2017

Executed roles within the office's finance and operations units, directly reporting to Director of Management. Designed and formalized budget for POTUS and FLOTUS gifts, events and travel for Republican National Committee. Worked with offices to obtain proper orders for daily job functions. Tracked and budgeted costs. Drafted and circulated all communication to staff. Assisted Navy Mess with invoices, privileges and usage. Worked as liaison for West Wing senior staff with renovation. Managed Receptionist of the United States and one intern.

*Operations Manager, Washington, D.C.*

February 2017 – July 2017

Managed the front office fielding questions from all White House and component offices, designed and selected POTUS gifts, handled presidential boxes at the Kennedy Center, oversaw USSS WAVES access privileges, coordinated with the US Navy on the Navy Mess, updated and streamlined the internal website, monitors and internal communication.

**GIBBONS, P.C.**

*Project Manager, Newark, N.J.*

2015, April 2016 – February 2017

Handled client matters in Government Affairs. Coordinated, managed, assisted and performed research for presidential candidate Chris Christie's Leadership Matters for America PAC, Trump for America, Inc., presidential transition committee, and various fundraisers.

**ASSEMBLYMAN SCOTT T. RUMANA**

2013, December 2015 – April 2016

*Legislative Aide, Wayne, N.J.*

Researched and briefed the Assemblyman on legislation. Handled constituents' concerns. Attended press conferences initiating voting, and voting sessions in Trenton. Managed complex schedule.

*Fundraiser, Wayne, N.J.*

August 2014 – March 2016

Planned, executed, and hosted fundraising events in the tristate area. Maintained and developed contact lists with email marketing and communications. Developed strategies to encourage new contributions and donations.

**U.S. CHAMBER OF COMMERCE**

*Administrative Assistant to Senior Vice President, Washington, D.C.*

April 2015 – November 2015

Managed complex schedule with meeting coordination, conferences and weekly travel around the United States. Provided assistance in PAC management with excel spreadsheets, conferences, contact lists, update calls and mailers.

**NATIONAL FEDERATION OF REPUBLICAN WOMEN**

*Dorothy Andrews Kabis Intern, Washington, D.C.*

May 2014 – July 2014

Researched and wrote biographies on female candidates. Conducted networking and outreach to young Republican women. Assisted in the creation of the National Associate Membership, a membership designed solely for younger Republican women.

**CHARLES P. KARCH, ATTORNEY AT LAW**

*Legal Assistant, Butler, N.J.*

July 2007 – February 2013

Maintained the monthly billing and the payroll for clientele. Prepared paperwork for Chapter 7 bankruptcies including retainer agreements and miscellaneous legal documents.

**EDUCATION****STONEHILL COLLEGE**

*Easton, Massachusetts*

August 2011 – December 2014

B.A. in Political Science & Economics, Concentration in American Government| Magna Cum Laude

Economics Department's 2015 Outstanding Student, Moreau Honors College, Lambda Epsilon Sigma Honors Society

Presented Capstone Thesis at The Association of Private Enterprise Education in April 2015, receiving 2nd Place.

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# PETER HOFFMAN

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## PROFESSIONAL EXPERIENCE

### Congressman Luke Messer, U.S. House of Representatives

#### *Communications Director*

May 2018-Present

#### *Press Secretary*

November 2017-May 2018

Responsible for all official communications and media relations for fifth-ranking House Republican

- ♦ Write press releases, floor speeches, opinion editorials, statements, media advisories, and talking points
- ♦ Generate content for social media accounts, mass constituent mailings, and electronic communication
- ♦ Field interview requests, pitch stories, arrange TV and radio appearances with national and local media
- ♦ Prepare the Congressman for interviews, TV and radio appearances, public forums, and floor speeches
- ♦ Work directly with the Congressman to develop and implement a successful communications strategy

### Congressman Luke Messer, U.S. House of Representatives

May 2017-November 2017

#### *Press Assistant & Legislative Aide*

- ♦ Assisted with official communications and media relations for fifth-ranking House Republican
- ♦ Drafted press releases, floor speeches, opinion editorials, statements, media advisories, talking points and helped generate content for social media accounts, mass mailings and electronic communication
- ♦ Responsible for a legislative portfolio, which included Agriculture, Small Business, Natural Resources, Oversight & Government Reform, and Science, Space & Technology
- ♦ Participated in stakeholder meetings, constituent outreach, mail preparation, and vetting legislation

### Indiana General Assembly, House Republican Caucus

January 2016-May 2017

#### *Press Secretary*

- ♦ Managed all communications and media relations for eight Indiana state representatives
- ♦ Wrote press releases, weekly guest columns, statements, talking points, and letters to the editor
- ♦ Produced and voiced weekly caucus podcast used consistently by 30+ local Indiana radio stations
- ♦ Fielded media requests, prepared members for interviews, and managed social media accounts

### Fox News Channel

Summer 2015

#### *College Associate*

- ♦ Worked directly with Fox News Capitol Hill producer Chad Pergram to gather and break news in both the U.S. Senate and U.S. House of Representatives for Fox News Channel
- ♦ Reported on committee hearings, press conferences, legislative activity, leadership races, and floor votes.

### Fox Business Network

Summer 2014

#### *College Associate*

- ♦ Assisted with creation and production of daily content for Fox Business Network's 6 p.m. show, *Making Money with Charles Payne* in New York City by editing video and audio, writing scripts, and pitching story ideas

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## CAMPAIGN EXPERIENCE

### Luke Messer for Senate

November 2017-May 2018

- ♦ Assisted campaign staff for Luke Messer's Senate GOP primary campaign with communications strategy, messaging, and media outreach across Indiana on a volunteer basis

### Indiana Republican Party

Summer of 2016

- ♦ Participated in mail preparation, phone banking, door knocking, and candidate events for Eric Holcomb's gubernatorial campaign and campaigns of members of the Indiana House of Representatives

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## EDUCATION

### Ball State University, College of Communication, Information and Media

Class of 2015

- ♦ Bachelor of Arts degrees in Journalism and Telecommunications, minor in Political Science

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## SKILLS

- ♦ Speech and Deadline Writing, AP Style, Video/Photo Editing, Adobe Suite, Social Media, Political Research



# Michael P. McDonald

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## WORK EXPERIENCE

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### Executive Branch

#### **United States Agency for International Development, Speechwriter** **March 2018 – Present**

- Draft Speeches for the Administrator, Acting-Deputy Administrator, and other Senior Leaders
- Draft original content and edit content for an array of purposes and platforms
- Develop ideas and storylines while researching, writing and editing speeches, articles, reports, correspondence, scripts, social media postings, and other communications
- Assist with the planning and implementing of content strategies
- Work with senior-level staff to ensure that external content contains information that furthers USAID's mission, and that it is timely, high-quality, and appropriate for intended audience
- Manage the drafting and creation of the Agency biweekly internal newsletter
- Serve as a technical resource and provide professional knowledge, with a particular focus specifically on Countering China's International Development Strategy and Asian Policy more broadly

#### **Office of Presidential Personnel, Deputy Associate Director for Correspondence** **March 2017 – March 2018**

- Wrote official correspondence on behalf of the Office
- Coordinated incoming mail to maintain an accurate record ensuring every letter receives a response
- Managed the Office's email to provide prompt and accurate responses to all inquiries
- Assisted with special projects

### House of Representatives

#### **Rep. Ted Yoho, FL-03, Legislative Correspondent** **August 2015 – March 2017**

- Drafted floor speeches and talking points
- Managed a legislative portfolio including: Financial Services, Education, Tax/Budget, and Small Business
- Created floor prep and other briefs
- Provided policy information and perspective during weekly letter and legislative meetings
- Wrote member's correspondences
- Drafted op-eds and newsletters
- Coordinated 499 campaigns
- Managed office's Intranet Quorum, sorting incoming mail and coordinating outgoing mail

#### **Rep. Ted Yoho, FL-03, Staff Assistant/Legislative Correspondent** **January 2015 – August 2015**

- Served as Intern Coordinator
- Oversaw the mail program and wrote member's correspondences
- Served as Tour Coordinator
- Oversaw constituent flag requests

#### **Rep. David Jolly, FL-13, Capitol Hill Intern** **August 2014 – December 2014**

### Campaigns

#### **Republican Party of Florida, Donald Trump for President Field Organizer** **October 2016 – November 2016**

- Canvassed in Manatee County, Florida for Donald Trump
- Reached out to 6,241 voters while campaigning door to door
- Distributed campaign literature
- Made phone calls to recruit and organize volunteers

## EDUCATION

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**The Catholic University of America, Bachelor of Arts in Politics**

**August 2008 – May 2012**

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## **PROFESSIONAL EXPERIENCE**

### **Operations Manager, Presidential Appointments & Scheduling      November 2017 – Present**

Executive Office of the President, Washington, D.C.

- Manage and organize scheduling proposals for the President of the United States.
- Report directly to the Deputy Chief of Staff for Operations and the Director of Presidential Appointments and Scheduling.
- Manage and organize correspondence requesting or inviting the President.
- Compile and prepare daily scheduling documents for high-level senior staff.

### **Staff Assistant, Front Office Manager      March 2017 – November 2017**

Executive Office of the President, Washington, D.C.

- Served as a project manager on the historic East and West Wing renovation, coordinating between various components of the Executive Office of the President and other agencies to complete the largest renovation of the West Wing.
- Managed, fostered, and enacted a variety of multi-level projects aimed at streamlining functional operation for the White House Office and the ten other components of the EOP, including the National Security Council and the Office of Management and Budget.
- Facilitated interviews and performed onboarding for incoming interns and employees.

### **Asset Management Specialist      December 2016 – March 2017**

Freedom Partners Shared Services, Arlington, Virginia

- Managed oversight of IT equipment of 700+ employees
- Created Policy/Standardize Process for Asset Management
- Advised and supervised facility managers of each organization on asset management
- Audited asset tracker database and reported findings to stakeholders and Finance department
- Data management

### **Operations Associate      January 2016 – December 2016**

Generation Opportunity, Arlington, Virginia

- Supervised incoming interns
- Managed oversight of office operations (Security, Procurement, Asset Tracking)
- Assisted in hiring and termination process
- Project lead for Platform Management
- Updated senior staff/organization of security threats and changes
- Managed oversight of field offices in OH, FL, and NC
- Maintained and filed all Contracts for organization

### **Operations Assistant      September 2015 – January 2016**

Generation Opportunity, Arlington, Virginia

- Procurement of office supplies
- Front desk receptionist
- Maintained relationships with vendors
- IT point of contact for organization
- Tracked, audited, and organized technology equipment

## THOMAS G. SZABO

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### Intern

April 2015 – September 2015

Generation Opportunity, Arlington, Virginia

- Assisted team members in compiling and organizing data
- Provided support to team administrators
- Published blog posts for website
- Grassroots advocacy

### EDUCATION

Neumann University, Aston, PA

- Business Administration Major
- American Sign Language Minor

### AWARDS AND AFFILIATIONS

- Phoenix House Mentorship Program 2016 – present
- Volunteer for the Ed Snider Youth Hockey Foundation 2012
  - Foundation helps inner city youth escape violent homes or poor living situations by playing ice hockey
- ASL Interpreter for a hearing impaired ice hockey player 2010 – 2014
- Assistant Coach to Nationally ranked ice hockey team 2010 – 2014
- Assistant Captain for Nationally ranked ice hockey team 2005 – 2010
- Won Leadership Award in Nationally ranked ice hockey league 2008

### LANGUAGE PROFICIENCIES

- Fluent in American Sign Language

# Natalie M. McIntyre

(b)(6)

## Relevant Experience:

### **Senate Republican Leader Mitch McConnell (KY)**

#### **Legislative Assistant, April 2016- Present**

- Advise and make recommendations to the Republican Leader on health care policy issues and legislation.
- Coordinate and prepare the Leader to participate in substance abuse roundtables with local and state leaders.
- Write correspondence on behalf of the Leader to the administration highlighting Kentucky health care priorities.
- Regularly work with treatment centers and state officials on opioid and substance abuse policy.
- Handle the 340 drug pricing program portfolio for the Republican Leader Office and the personal office.
- Provide the Republican Leader policy memos on regulations, legislation, public laws, industry and state updates.
- Communicate regularly with administration agencies, congressional committees and offices, and the health care industry.
- Advised the Leader on substance abuse issues during ACA repeal and replace efforts, passage of 21st Century Cures, the Comprehensive Addiction and Recovery Act, appropriation bills and ensure implementation is as intended by Congress.
- Participate in health care panels to update industry groups on the state of health policy affairs.
- Contribute to policy statements, speeches, and op-eds about recent congressional actions and important issues in Kentucky.
- Lead meetings with top health care industry stakeholders and agency officials.
- Manage legislative correspondents and other staff who assist with portfolio.

### **Senate Republican Leader Mitch McConnell (KY)**

#### **Legislative Aide, June 2015- April 2016**

- Drafted talking points and policy memos for lead staffers on health care, agriculture, and energy issues.
- Regularly attended congressional briefings related to health care, energy and agriculture.
- Wrote constituent response letters specific to health care, energy and agriculture issues.
- Advised the Republican Leader on equine, conservation and environmental issues.
- Responsible for interns and managed their responsibilities related to health and energy policy.

### **Republican Attorneys General Association**

#### **Policy Advisor, Feb 2014- June 2015**

- Met with corporate members to discuss state policy and provided updates on related AG actions.
- Drafted policy columns in the weekly newsletters sent to AG, AG staff and RAGA corporate members.
- Worked independently composing memos for member meetings summarizing briefs, AG testimonies, proposed legislation, sign-on and comment letters, policy timelines and developments.
- Responsible for providing AGs with updates on Supreme Court cases such as *King v. Burwell*, and *Burwell v. Hobby Lobby*.
- Prioritized issues for AG fact sheets to identify specifics relating to member corporations and the AGs.
- Managed various policy panels and issue roundtables for AG policy events.

### **K&L Gates**

#### **Policy Administrative Assistant, April 2012-Feb 2014**

- Drafted letter correspondence, prepared issue specific white papers and lobbying disclosure reports.
- Provided client services and strategized next steps for lobbying efforts with policy team.

### **Office of the Senate Republican Leader Mitch McConnell**

#### **Staff Assistant, May 2010- April 2012**

- Supported Republican Leader by managing audiences with congressional leaders, assisted with new member activities and leadership events, coordinated schedules and events with members and staffers.
- Managed constituent visits and handled front office duties.

## Education:

**Georgetown University**, Washington, D.C., McCourt School of Public Policy, Master of Public Policy

**Centre College**, Danville, Kentucky, May 2009, Bachelor of Science in Financial Economics, minor in History, Cum Laude

**Bryce Harlow Scholar**, 2011, 2012

## Volunteer work:

Official Proceedings, the Republican Presidential Convention 2012, 2016

Senator McConnell re-election, 2014

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